

# **What's New for Government (WNFG)**

## **FEBRUARY 2006**

### **Free Loan Books and Audiovisual Materials for Wisconsin State Employees**

#### **Books**

##### **Diversity in the Workplace**

Fenn, Janice. **Do you see what I see? : a diversity tale for retaining people of color.** Pfeiffer, c2005. 133 p.

Electronic Location: <http://www.loc.gov/catdir/toc/ecip057/2005002450.html>

Call Number: HF5549.5.M5 F46 2005

#### **Emergency Management—Handbooks, Manuals, Etc.**

Wallace, Michael. **The disaster recovery handbook : a step-by-step plan to ensure business continuity and protect vital operations, facilities, and assets .** American Management Association, c2004. 398 p. + 1 CD-ROM.

Electronic Location: <http://www.loc.gov/catdir/toc/ecip0415/2004003905.html>

Notes: System requirements: Microsoft Word 6.0 or higher, or Adobe Acrobat Reader 5.0 or higher.

Call Number: SG HD49.W36 2004

#### **Employees—Training of—Computer-Assisted Instruction**

Bozarth, Jane. **E-learning solutions on a shoestring : help for the chronically underfunded trainer.** Pfeiffer, c2005. 208 p.

Electronic Location: <http://www.loc.gov/catdir/toc/ecip0514/2005016227.html>

Call Number: HF5549.5.T7 B62 2005

#### **Employment Interviewing**

Medley, H. Anthony. **Sweaty palms : the neglected art of being interviewed.** Warner Business Books, c2005. 444p.

Electronic Location: <http://www.loc.gov/catdir/toc/ecip054/2004027774.html>

Call Number: HF5549.5.I6 M35 2005

#### **Interpersonal Relations**

Conniff, Richard. **The ape in the corner office : understanding the workplace beast in all of us.** Crown Business, c2005. 341 p.

Electronic Location: <http://www.loc.gov/catdir/toc/ecip059/2005006407.html>

Call Number: HF5386.5.C66 2005

## **WNFG February 2006 Books (Continued)**

### **Middle Aged Persons--Employment**

De Long, David W. **Lost knowledge : confronting the threat of an aging workforce.** Oxford University Press, 2004. 258 p.  
Call Number: HD58.82.D4 2004

### **Peace of Mind**

Carlson, Richard. **Easier than you think --because life doesn't have to be so hard : the small changes that add up to a world of difference.** HarperSanFrancisco, c2005. 195 p.

Notes: The author of Don't Sweat the Small Stuff who told how to stop the little things in life from driving people crazy now demonstrates how making simple yet effective changes can get one's life back on course. Blends storytelling and advice to offer ways that even the smallest amounts of change can make a difference.

Call Number: BF 637.B4 C36x 2005

### **Proposal Writing for Grants**

Miner, Lynn E. **Proposal planning and writing.** 3rd ed. Greenwood Press, 2003. 205 p.  
Contents: Introduction to grantseeking -- Finding public funds -- Finding private funds -- Preproposal contacts -- The letter proposal -- The proposal introduction -- Statement of the problem -- Goals, objectives, and outcomes -- Methods -- Evaluation -- Dissemination -- Budgets -- Appendixes -- Abstracts -- Writing techniques -- Editing techniques -- Search engines -- Grant review and funding decisions.

Call Number: HG177.5.U6 M56 2003

### **DVDs**

DVDs may be requested for specific use dates. If no use date is indicated on the request, the DVD will be sent immediately or, if in use, reserved and sent as soon as it is available.

#### **The Other Side of the Window: Providing Exceptional Service in Government**

(CRM Learning, 2001. 1 DVD: 20 minutes; closed-captioned; with leader's guide)

Shows a government employee as the recipient of bad service to illustrate the importance of good customer service, and emphasizes that flexibility and common sense can be applied by civil servants so that working 'by the book' doesn't preclude satisfying the customer. Includes 3-minute meeting opener and discussion segments.

(DVD V-89)

**Borrowing Materials from What's New for Government (WNFG):** Please go back to the WNFG website at: <http://dpi.wi.gov/rll/indgov.html#WNFG> to find directions on how to borrow these items from the Wisconsin Reference and Loan Library.